

DEPARTMENT OF THE ARMY  
DELTA COMPANY, UNITED STATES ARMY LOGISTICS UNIVERSITY  
2401 QUARTERS ROAD  
FORT LEE, VIRGINIA 23801-1705

ATSZ-BND

08 August 2013

MEMORANDUM FOR ALL Directors, Course Managers and Instructors

SUBJECT: Change to student In-processing procedures

1. Delta Company provides command and control (C2), **administrative**, operational, and logistical support to all students that are here to attend the Technical Logistics College (TLC). Technical Logistics College provides **academic** support to all students that are here to attend professional military education.

2. The following is a listing of responsibilities by sections for inprocessing D Company:

a.) **Delta Company Commander / 1SG:**

- 1) Ensure that on day one students receive briefing on proper procedures during their attendance to a course.
- 2) Ensure that the students are inprocessed into EMILPO accordingly
- 3) Support students with all administrative actions

b.) **TLC Course manager and/or Instructors:**

- 1) Send initial notification to the students attending the course, the instructor will include the appropriate link for the students to input their administrative information.
- 2) All information is expected to be filled in, with the exception of hotel information, which will be added upon arrival.
- 3) Ensure hotel information is obtained prior to **0800** of day one.
- 4) Ensure that the appropriate R2 roster from ATRRS is red inked by each student and returned to TLC Administration prior to **0800** day one, to confirm students arrival, which will be forwarded to ALU academic records.

**In-processing** part of the email template as follows:

You will find the ALU welcome Packet at the following link

[http://www.alu.army.mil/ALU\\_STDINFO/ALUSTDINFOCOMPANIES-DELTA.htm](http://www.alu.army.mil/ALU_STDINFO/ALUSTDINFOCOMPANIES-DELTA.htm).

You will need to fill out the attached inprocessing sheet and bring it with you on day one, along with other required documentation. Visit the AKO link below and enter in your demographic information prior to day one. Upon hotel assignment, update your information accordingly. <https://www.us.army.mil/suite/page/643772>

c.) **Course Directors** will ensure that all **in-processing** requirements are met by **COB** of day one.

3. The point of contact for this memorandum is the undersigned at (804) 765-4736

// Original Signed //  
AARON W. GATRELL  
CPT, LG  
Commanding